



# BiblioFiles

## Feature Article

## Donnelley Library Offers New Services for Fall '99

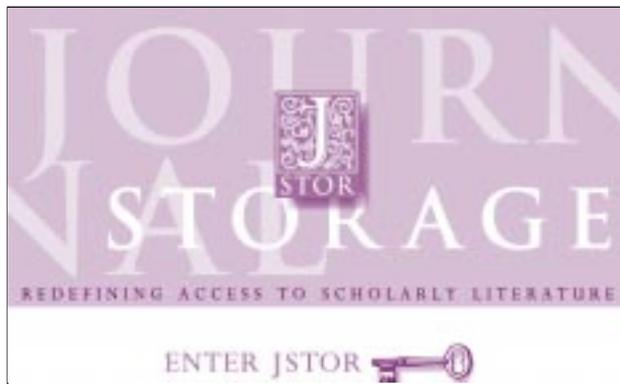
With the new school year comes new initiatives in the Library. We would like to bring your attention to a variety of resources and services that are now available in the Library.

### New Electronic Journals

A major change in the Library's collection comes with the purchase of many new electronic journals.

These journals, which cover nearly all academic disciplines, are accessible through the web and include everything (text, images, charts, etc.) that would be found in the print version of the journal.

Some of the electronic journals will be replacing older print issues of bound journals



*Our new JSTOR service provides access to over 100 journals in electronic format.*

in the Library. One of the main providers of these electronic journals is called JSTOR. JSTOR was originally a project created to address the problems libraries face with storing and preserving paper copies of scholarly journals. As described on JSTOR's web

site, "the basic idea was to convert the back issues of paper journals into electronic formats that would allow savings in space (and in capital costs associated with that space) while simultaneously improving access to the journal content."

One unique aspect of JSTOR is that it provides issues of journals from the very beginning of their publication. In an agreement with the publishers of the print journals, JSTOR provides electronic versions of issues with the exception of those published within the last three to five years. All issues older than that and as far back as the original issue will always be available.

With the subscription to JSTOR and Project Muse (another provider of elec-  
(see *Donnelley*, page 6)

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### Office of Library & Information Technology

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Lake Forest, IL 60045

### From the Director

## Support for a Growing Campus

That the information technology environment is becoming increasingly complex is hardly news to anyone these days. Even a small college campus such as ours can have surprisingly complicated computing environments. As the technology environment has grown in complexity at LFC, so has our community of end users.

We in LIT often find ourselves scrambling in our efforts to support a growing student body (now in excess of 1200 students) and over 300 faculty and staff.

As would be expected with any large group of end users, the needs and technological proficiency of the people we support vary widely, as do their preferences for specific hardware and software products.

A simple inventory of word-processing software used on our campus provides a good illustration of this point. At present we are supporting four different versions of WordPerfect and at least four versions of Microsoft Word. That's eight different versions of word-processing software running on two different computing platforms (Mac and PC).

When one also considers the various spreadsheets, web browsers and editors, and email readers people are using, it is apparent that our computing environment can get complicated in a hurry. As you might imagine, such a diverse computing environment creates some serious headaches for the IT user support staff.

There is some relief in sight, however. A great deal of the software complexity we  
(see *Director*, page 6)

# LIT Liaisons and Contacts

Fall 1999

## Administrative Departments

Alumni/Development	Anchalee Hocharoen (5110)
Admissions	Vince Costa (5115)
Athletic Department	Vince Costa (5115)
Business Office	Anchalee Hocharoen (5110)
Dean of the College	Marylin Bell (5114)
Dean of the Faculty	Marylin Bell (5114)
Facilities Management	Nick Ritter (5112)
Financial Aid	Marylin Bell (5114)
Marketing and Communications	David Levinson (5059)
President's Office	Marylin Bell (5114)

## Academic Departments

English, Theater, Religion	Valerie Archambeau (5116) Melinda Dermody (5063)
Art, Foreign Languages & Literature, Philosophy	Valerie Archambeau (5116) Cory Stevens (5072)
Education	Diane Snedden (5113) Melinda Dermody (5063)
Music	David Levinson (5059)
Sociology & Anthropology, Psychology	Diane Snedden (5113) Cory Stevens (5072)
Economics, History, Politics	Diane Snedden (5113) John Brandt (5066)
Natural and Mathematical Sciences	Marylin Bell (5114) Cheryl Zobel (5057)

## Contacts for Specific Services

Archives and Special Collections	Art Miller (5064)
Audio Visual Services	Mary Moss (5058)
Book Acquisitions	Anne Kale (5060)
Circulation (overdues, etc.)	Karen Ludlow (5061)
Computer Hardware Purchases	Linda Mathiesen (6220)
Computer Supplies	Jan LePak (5120)
Interlibrary Loan	Susan Cloud (5062)
LFBBs	Diane Snedden (5113)
Periodicals	Rita Koller (5065)
Reference Desk	5074
Software Licensing	Diane Snedden (5113)
Switchboard & Computer Supplies	Jan LePak (5120)
Telecommunications	Linda Mathiesen (6220)
Web Services	Valerie Archambeau (5116)

## LIT BiblioFiles

Vol. 2, No. 1

Managing Editors	Melinda Dermody and Valerie Archambeau
Editorial Staff	Jim Cubit, Sarah Drehobl, Diane Snedden, Cory Stevens, and Cheryl Zobel
Layout Design	Valerie Archambeau and Melinda Dermody

Issues of LIT BiblioFiles are available on the World Wide Web at  
<http://www.lib.lfc.edu/bibliofiles/>

Articles may be reprinted provided proper attribution is given.

## LIT Adds Some Snap to the Fall

This year LIT introduced a new student service to assist with networking in the residence halls. SNAP (short for Student Networking Activation Project) places a representative in each hall to help students connect their computers to the campus network and to the Internet beyond.

Eleven students returned to campus early this semester for a four-day training regimen in preparation for the 6-week program. Sessions included training on networking fundamentals, Unix, configuring and troubleshooting network software, and performing "cross connects" (connecting a room to the network at the hall's wiring center). Tom Dickelman, Director of Marketing and Communications, led SNAP students through a Customer Service workshop to prepare them for their duties in the residence halls.



1999 SNAP students. Top (left-right): Luke Sweet, Blake Kotiza, David Langenberg, Dimitar Antov, Charles Evans, Drago Fidancev. Bottom: Mike Gauthier, Bon Miyasaka, Jaime Madison, Erica D'Angelo, Walter Kang, and Scott Richardson.

On Freshman Move-in Day, seven SNAP representatives, along with Jim Cubit, Valerie Archambeau (Supervisor of the SNAP program), and David Langenberg '01 (Technical Consultant) traveled to South Campus to assist with computer and network setups for the incoming students. In a 3-hour period, SNAP aided over 40 students.

LIT is hopeful that this program will go far in alleviating the typical problems associated with trying to connect a large number of student computer in a short span of time. More information about the program is available via the SNAP Web Page at: <http://www.lfc.edu/snap/>

# TechTips

## OVID's AutoAlert Sends You Information

OVID's AutoAlert (SDI) sends you information based on the criteria you specify. After you save a search in a specific database, the AutoAlert will periodically and automatically run it and send the results to you via email.

How can this help you? You can have Ovid send you tables of contents from your favorite periodicals. If there is a subject you search for regularly, you can have AutoAlert do the work for you. If you are contemplating teaching a new class, you can use this function as a current awareness tool, periodically sending you all it can find about the topic of your proposed new course.

### Using OVID AutoAlert

1. Log into OVID via the Library's web page <http://www.lib.lfc.edu>. You must enter your ID number to use any functions that involve saving searches, including AutoAlert. In OVID, you can use either your Social Security Number or the 14-digit barcode number on your LFC ID card. Click the **Start OVID** button.
2. Select a database and run a search that you want saved and run repeatedly in the future.
3. Once the results are displayed, click on the **Save Search History** button below the results list.
4. You will be given a choice of three types of "saves." To create an AutoAlert query, choose "**as an AutoAlert (SDI) Service.**"

*Ovid's AutoAlert feature*

5. Type a meaningful title for this search into the **Search Name** box.
6. If you wish to, type a comment in the **Comment** box. This box serves as a memory aid. It would be helpful to summarize the purpose of this particular search query. If you have a short query, consider re-typing the actual query here.
7. Enter your email address into the **Recipient's Email Address** box.
8. If you check the **Include Strategy** box, the alerts you receive will include a copy of the search query you used to create this alert.

9. Specify how you want your alert to look. You have five choices: Citation (Title, Author, Source); Citation + Abstract; Citation + Abstract + Subject Headings; Complete Reference; and, Select Fields.

If you chose "Select Fields," you will be given a menu of fields from which to choose. Click the box next to those you want in this alert.

10. Specify the output format you prefer. If you are importing citations into a citation manager, this choice is important. For instance, if you are using ProCite, choose **comma separated**.
11. Select fields by which results will be sorted. For example, you may chose to have results sorted first by date, then by title.
12. Once you've completed this form, click the **Save Search** button. OVID will give you a confirmation notice listing all of your saved searches.

AutoAlerts for all OVID databases to which Lake Forest College Library subscribes are run monthly, except Current Contents, which is run weekly. OVID automatically emails you the results.

## VoiceMail Shortcuts

### A Second (and Third!) Chance at Leaving Messages

Have you ever left a message on our VoiceMail system you wish you could revise? Well you can. The LFC VoiceMail system allows users to delete and re-record messages prior to sending them.

1. To stop recording a message you are leaving, press the number sign (#). To review your message, press 2.
2. To delete your message and start over, press 76.
3. To then re-record your message, press 5 (if you do not delete first you will append to your previous message).
4. Repeat steps 1-3 as needed.
5. When you are satisfied with your message, hang up (or press 79 to send). Unfortunately, once you send your message, you cannot delete or modify it. :^)

### VoiceMail Personal Verification Settings

You may have noticed when you listen to VoiceMail that some messages note only the sender's extension, while others play a more personal greeting. If you'd like to create your own personal verification:

1. Enter your VoiceMail account, then press 89.
2. To record a personal verification, press 5.
3. At the tone, say your name and extension (optional). You can also say your department, if you like (it's best to keep it short). When you are finished, press the number sign (#).
4. To review your verification, press 2, to re-record it, press 5.
5. When you are finished, hang up (or press 83).

# TechTips

## Windows 95 Tips

### Clean up Your Desktop

Clean up those icons on your desktop. Right click on your desktop to get a context menu, then select **Arrange Icons**, then choose the **AutoArrange** item. All the icons on your desktop will line up along the left side of your screen.

### Window Options

Do you find it annoying to close all the windows you've opened? Change your viewing options:

1. Open My Computer by double clicking on the icon.
2. Go to the **View** menu and select the command **Options**.
3. The Folder Tab will list browsing options. Click the radio button that says "Browse windows by using a single window that changes as you open each folder."
4. Use the **View** menu to display the toolbar that will allow you to navigate "up one level" in the directory structure. Use the folder button (with the arrow); holding your mouse over the buttons will briefly tell you the commands each button performs.
5. Use the **Details** button on the extreme right of the toolbar to view file size and creation date. Clicking on the header to the columns will allow you to sort the files by creation date, file size, or name.

### Adding Shortcuts to the Start Menu — FAST!

You may already know how to modify your Start menu the long way, but did you know you can add shortcuts merely by dragging the desired icon to the Start button?

## By Popular Demand: Mac Tips

### System 8: Contextual Menus

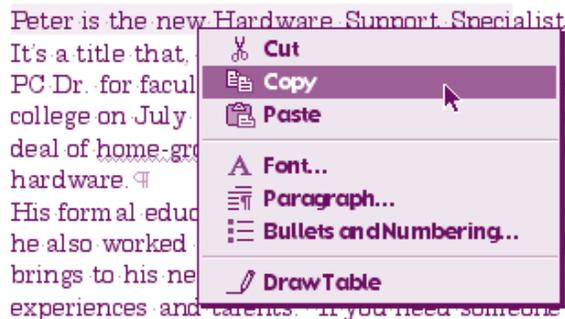
On the Macintosh, under System 8 and above, you can use Contextual Menus to speed up your work. (Hint: to see which version of the Mac OS you are running, close all applications, then click on the **Apple** menu in the top left corner and select **About this Computer/Macintosh**.)



Contextual Menus

To use the Contextual Menus, press the Control key while clicking on an object on the Desktop. Depending on what your mouse is pointing at (a file, the Desktop), the menu will change.

The Contextual menu is a quick way to move something to the Trash.



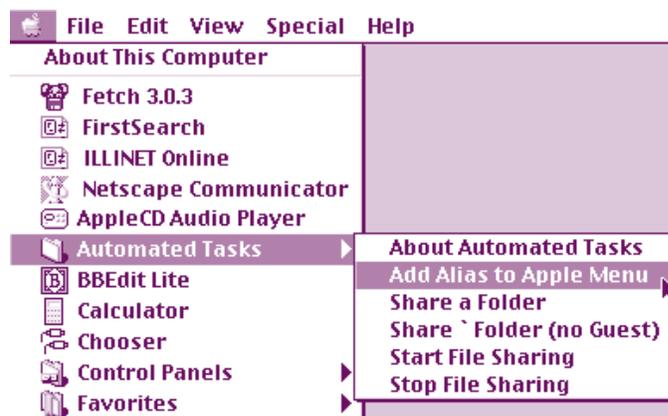
Contextual menus in Microsoft Word 98

Some programs on the Mac also support the use of contextual menus — such as Microsoft Office 98.

### Adding Shortcuts to Your Apple Menu

The Apple Menu (in the top left corner on the Mac) is an excellent way to store shortcuts to commonly-used programs or items. Using the following suggestions, you will find that it is very easy to add items to your Apple menu.

1. Highlight the item's icon (program, file etc.) by clicking on it once.
2. While this is selected, open the **Apple** menu and select **Automated Tasks**.
3. From the sub-menu that appears, select **Add Alias to Apple Menu**.



Adding items to the Apple Menu

4. The computer runs a script, then displays a dialog box stating "The alias/es have been added to the Apple Menu." The selection should now be available from the Apple Menu.
5. To remove items from the Apple Menu, open the System Folder on the hard drive.
6. Open the Apple Menu Items folder and drag the unwanted icon to the Trash.

# Meet the New LIT Staff: Cheryl and Peter

Peter is the new Hardware Support Specialist at LFC. It's a title that, in his case, essentially means that he's the PC Doctor for faculty and staff. Peter began working at the College on July 26<sup>th</sup> and came to this position with a great deal of home-grown experience working with PC hardware.

His formal education involved many computer classes, but he also worked for several years as a goldsmith and brings to his new position here a wide range of experiences and talents.

If your PC isn't working, or if you need additional memory installed, contact your LIT liaison who will work with Peter to resolve the situation. He can also identify gemstones and precious metals for you in his spare time. Peter can be reached via your liaison.

Cheryl Zobel arrived at her new position in Donnelley on July 15. Cheryl will be the Reference and Electronic Services Librarian. In this capacity, she will oversee the Library's web pages, maintain electronic resources such as online databases and electronic journals, and provide reference.

Cheryl's education and experience prior to library school at the University of Wisconsin Madison focused on the sciences and she



*Cheryl Zobel, LIT's newest Reference Librarian and liaison to the Natural Sciences, with Peter Lynn, Hardware Support Specialist.*

worked in a lab doing research for a number of years. This experience will be invaluable to the College as Cheryl works with the sciences faculty as their Library liaison. She can be reached at x5057 or zobel@lfc.edu

Cheryl recently had an article, "Zines in Public Libraries: Considerations & Suggestions," published in *Counterpoise*, Vol. 3, No. 2. ♦

## What's New @ LIT

### BiblioFiles Email Supplement

In order to keep the campus community informed of news, events, and updates that occur between the Fall and Spring issues of BiblioFiles, we have created the BiblioFiles Email Supplement.

We will send this supplement via email at the beginning of each month (with the exception of the month that the print newsletter comes out). It will include updates on what's new with hardware, software, servers, as well as happenings in the Library, including new and recommended Library books and resources.

### Requests & Suggestions Welcome

If you have any desired TechTips, discussions, or other issues that you would like to see addressed in BiblioFiles or the BiblioFiles Email Supplement, please feel free to let us know.

Send your comments and suggestions to Valerie Archambeau (varchambeau@lfc.edu) or Melinda Dermody (dermody@lfc.edu).

Look for BiblioFiles Newsletters and supplements on the Web at:

<http://www.lib.lfc.edu/bibliofiles/> ♦

## L I T E V E N T S

### Library Workshops

For more information or to register, call x5068.

#### Advanced Library Tours

Tuesday September 21, 4:00–5:00PM

#### Searching for Books

Wednesday September 22, 10:00–11:00PM

Tuesday, September 28, 4:00–5:00PM

#### Searching for Articles

Wednesday September 15, 10:00–11:00AM

Thursday September 16, 4:00–5:00PM

Thursday September 23, 4:00–5:00PM

### IT Seminars

Watch your email for more information on these upcoming computing workshops:

#### Introduction to Pine

#### Introduction to Windows 95

#### Searching the Web

#### Netscape Mail

#### Web Page Design (HTML)

#### Making Window 95 Work for You

#### Advanced Microsoft Word

#### FTP Basics: Publishing Web Pages

# Donnelley (cont'd from page 1)

tronic journals, discussed in the previous issue of BiblioFiles), the Library now provides access to over 150 electronic journals, many of which are new to the Library's periodical collection. Availability of these journals will be reflected in the ILLINET Online Catalog as well as the "Pink Books" in the Reference area, so keep these electronic journals in mind before ordering articles from another library through Interlibrary Loan.

JSTOR is available on any web-accessible campus networked computer. To connect to JSTOR, go to the Library's web site at <http://www.lib.lfc.edu/databases/>. JSTOR has several printing options (beyond using the print command on Netscape), so please call the Reference Desk at x5074 for further information on available printing options.

## Latin American Collection

Two years ago, Lake Forest College received a Title VI Grant (Undergraduate International Studies & Foreign Language Program) from the U.S. Department of Education. The purpose of this grant was to establish an interdisciplinary Latin American Studies major by introducing new courses across the curriculum. A portion of this grant was allotted for

the Library's acquisition of Latin American resources to support these courses.

Over the past two years, the Library has been purchasing many books and other resources to build and greatly enhance the Latin American collection. The grant period is nearing its end, but the Library will continue to accept grant requests for Latin American resources through September 30, 1999. Requests for material may be sent to Melinda Dermody in the Library.

## New Library Display

Visit the Library's current display "Scholarship on Campus: Recent Student Theses." This display highlights the theses of 11 recent Lake Forest College graduates. The display provides an interesting sampling of the excellent scholarship produced by Lake Forest College students. The subjects range from the study of guppies to Chicago theatre. The display will be up throughout the Fall semester, so stop by any time.

## Library Acquisitions: How to Recommend a Title

The Library relies upon the faculty to build a current collection to support the College's curriculum. Due to extremely high inflation

and tight budgets, new journals can only be acquired when another journal subscription is dropped. For other materials, however, departments are asked to forward recommendations for desired titles to their liaison Librarian. The Library sends each department order cards and reviews from the journal *Choice* as a tool for selecting quality works. Some things to remember:

**Check ILLINET Online first**, so we don't order something we already have; and so you know what's in the collection.

**Be Timely** – Our discount vendors often take a long time (12 weeks or more) to send us an academic book. If you need it before then, clearly mark the request "RUSH."

**Submit** all applicable information *in writing* to your liaison (on an order card, preferably) Author, Title, Publisher, Edition/Date, ISBN, and *your name*.

**Clearly note special requests** – e.g. "notify when title arrives," "RUSH," "multiple copies needed."

For more information, detailed policies are available on the web at: [www.lib.lfc.edu/libinfo/acqpol.html](http://www.lib.lfc.edu/libinfo/acqpol.html) ♦

# From the Director, (cont'd from page 1)

have experienced in the past is the direct result of our inability to upgrade faculty and staff desktop computers in a timely manner. Many people have had to work with older computers that cannot run the most recent versions of software, thereby making it necessary for us to support a wide range of rather ancient versions of word-processing software.

Thanks to a dramatic drop in the price of desktop computers as well as a generous hardware endowment fund, we soon expect to be able to implement a program in which faculty and staff desktop computers will be replaced every three years. This will help ensure that almost everyone will have the computing horsepower to run the most recent versions of software and will help reduce the amount of time we must spend

supporting outdated versions of software.

We plan to adopt other strategies to maximize our ability to support the end user as well. One of these plans is to begin to standardize the suite of software that we will officially support.

As we upgrade computers on faculty and staff desktops in the future, each computer will come pre-installed with the supported software. The College will save money in the long run by not purchasing site licenses for multiple brands of office suites and our staff will be able to spend more of their time developing in-depth proficiency with specific software packages. We will be announcing more information about these plans in the near future.

Speaking of announcements, another goal we have for the coming year is to do a better job of communicating with you about news and events in LIT.

We realize that you often hear from us when something goes wrong (reference the recent email SPAM), but we don't do a good job of telling you about some of the things we've done behind the scenes to improve Library and IT services at the College.

So be watching for a BiblioFiles Email Supplement from us which you will receive via email at the beginning of each month.

Best wishes to everyone for the coming semester. ♦